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MEMORANDUM

TO: Executive Directors, DSN Boards
CEOs, Qualified Providers of Service Coordination and Early Intervention

FROM: Kathi K. Lacy, Ph.D. *Kathi K. Lacy*

RE: 700-02-DD As It Relates To Requests for Reimbursement of Interpreter Services

DATE: October 15, 2010

As the District staff have been receiving and processing requests for the use of interpreter services, several updates to the policy and the request form have been identified to make the process more efficient.

First, the maximum hourly rate will be set at \$40.00 per hour for onsite interpretive services and \$20.00 per hour for offsite (telephone) interpretive services, unless prior approval is given by the District for a higher hourly rate. If prior approval is not received, the District will not approve an hourly rate above \$40.00 per hour for onsite or \$20.00 per hour for offsite services.

Second, the request form includes more detail for the District to review. Currently, they are having to interrupt Service Coordination/Early Intervention staff to get clarification and additional documentation. Since the majority of Service Coordinators/Early Interventionists have invoices from the interpretive provider, we are asking for it to be attached to the request for payment form.

Please give me feedback on these revisions by November 30, 2010, via email at klacy@ddsn.sc.gov.

Thank you for your time and help.

DISTRICT I

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Whitten Center - Phone: 864/833-2733

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Summerville, SC 29485
Phone: 843/832-5576

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